

# **DUTY STATEMENT**

## **DEPARTMENT OF STATE HOSPITALS – PATTON**

### **JOB CLASSIFICATION: AUTOMOTIVE POOL MANAGER II**

#### **1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Plans, organizes, and directs the daily operation of the entire Motor Pool Department involved in a variety of daily essential patient and hospital related services; the management of the hospital's pool of State-owned vehicles and on-site garage; and performs other related duties as assigned.

- 50% • Oversees the efficient daily pick-up and delivery of various patient and hospital related items such as food, laundry, personal care items, hospital and patient property, patient packages, and other hospital needs as required, and the timely operation of patient bus transportations.
- Manages the hospital's pool of State-owned vehicles consisting of over 150 gas and electric vehicles, patient transport buses and vans, and heavy equipment.
  - Responsible for development, management, and timely submittal of the hospital's Fleet Acquisition Plan for the purchase of new vehicles in accordance with the Office of Fleet and Asset Management (OFAM).
  - Distributes and monitors the fleet credit cards for each vehicle and provides the timely approval of all invoices.
  - Controls the usage, operation, and reporting of the on-site fuel pumps; and maintains the purchasing and adequate supply of all fuel utilized for State-owned vehicles and equipment.
  - Directly supervises the Motor Pool mechanics in the daily operation of the hospital's on-site garage, which includes a car washing station, vehicle lifts, tire balancer, and other related mechanical equipment.
  - Develops, implements, and maintains service schedules for all hospital's State-owned vehicles and equipment to maximize the lifespan and sustain efficient operation.
  - Manages the safety inspection and operation of the patient transportation buses and trash trucks and the accurate records of each Driver's Employer Pull Notice (EPN) in compliance with the Basic Inspection of Terminals (BIT) program conducted by the California Highway Patrol.
  - Conducts an annual inventory of all automotive maintenance supplies ensuring the adequate inventory without excessive overage.
  - Reviews and approves specifications pertaining to the purchase of supplies and equipment to meet departmental needs, while maintaining operational costs.
  - Maintains the proper storage of all supplies in according to manufacturer's specifications and government regulations.
  - Processes purchase orders and services contracts in accordance with the hospital's Acquisitions and Contracts Unit guidelines.
  - Keeps abreast with all current governmental regulations regarding transportation reports, state surplus, automotive industry technology developments, etc.
  - Collects and analyzes operational data; evaluates and implements new service methods; and advises upper management on plans of improvement and corrective measures.
  - Responsible for maintaining a safe work environment within the operations of Motor Pool by ensuring all required safety training, safety inspections, equipment and material safety compliance, accident preventative intervention, and productive accident investigation.

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- 35% • Provides assignments and opportunities that encourage staff development and upward mobility.
- Reviews and approves time off requests; ensures employee timesheets are reviewed for accuracy; and plans and coordinates the scheduling of staff and assures overtime expenditures are managed.
  - Responsible for the recruitment, interview, selection, and orientation of new staff.
  - Conducts performance reviews, establishes performance objectives for direct reports and monitors individual performance specific to stated objectives at least annually and recommends appropriate actions that may include commendations, disciplinary actions, responses to employer/employee relations, and/or other administrative response.
  - Maintains detailed and accurate records of positions and assignments.
  - Directs post and bid activities for assignment and vacations.
  - Assures that all department operations conform to bargaining unit contracts.
  - Provides orientation and supervision to all outside contractors providing services related to Motor Pool.
  - Assesses, develops, and implements mandatory training for all Motor Pool staff.
- 15% • Applies a high degree of initiative and judgment when dealing with staff and public; takes initiative to establish open communication to ensure smooth workflow.
- Analyzes situations and complex problems and makes appropriate decisions
  - Maintains good organizational skills.
  - Serves as a committee member of Disaster and Emergency Preparedness.

## **2. SUPERVISION RECEIVED**

Under the direction of the Staff Services Manager I.

## **3. SUPERVISION EXERCISED**

Directly supervises 1 Automotive Pool Manager I, 1 Heavy Equipment Mechanic, and 1 Automobile Mechanic.

## **4. KNOWLEDGE AND ABILITIES**

### Knowledge of:

Principles and methods of garage management and operation of parking facilities; servicing requirements of vehicles and other internal combustion engine equipment; auto body and mechanical component repair methods and costs; layout of garage service and shop facilities; safety principles and practices; State traffic laws; principles of supervision; and the principles of effective organization, budgeting, management, and administration of contracts.

### Ability to:

Develop and recommend appropriate standards, policies, and methods; be sensitive to the needs and requirements of the agencies and people served; establish and maintain cooperative relations with State agencies and with persons contacted in the course of the work; establish, maintain, and analyze detailed records; write letters and reports; prepare budget estimates; analyze situations and take effective action.

## **5. REQUIRED COMPETENCIES**

### Infection Control

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### Sexual Harassment

Awareness of issues to be avoided to provide a good working environment.

### Fire, Life, And Safety

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

### Special Incident Report (SIR)

Complete documentation as required for special incidents.

### Therapeutic Strategic Intervention (TSI)

Applies and demonstrates knowledge of correct methods in TSI.

### Cultural Awareness

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### Site Specific Competencies

Ability to interpret and apply the requirements of DGS, Department of Finance, The Joint Commission, State Licensing, knowledge of California Highway Patrol requirements for the BIT Program, and any other regulatory agencies; maintain awareness of practices negating healthy and productive work environment; take proactive measures to prevent workplace sexual harassment; provide analytical and comprehensive reports; maintain effective communication; work independently and meet deadlines with short notices; demonstrate open-mindedness, tact, flexibility, accountability, and integrity; and complete Defensive Driving course every 4 years.

### Technical Proficiency

Knowledge of the operations of a large fleet, basic vehicle repair and maintenance, and commonly used office material/equipment; proficiency in application of office computer applications (ex: Excel, Word, Outlook, etc.); techniques of effective customer service and team work; and familiarity of the process to complete special incident reports.

## **6. LICENSE OR CERTIFICATION**

Possession of a valid California Driver License, Class C or a Class B with a Passenger Endorsement for any bus designed to carry more than 15 passengers; a single vehicle with three or more axles including those with air brakes; and any vehicle towing another vehicle weighing less than 6,000 pounds gross. Per vehicle code 12804.9., individuals with a Class B driver license require an updated medical exam every two years by a certified healthcare professional.

## **7. TRAINING**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and able to safely perform their essential job functions.

Employee is required to:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.
- Comply with hospital policies and procedures.

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Employee Signature

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Print Name

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Date

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Supervisor Signature

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Print Name

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Date

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Reviewing Supervisor Signature

\_\_\_\_\_  
Print Name

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Date